

JOB POSTING

TITLE:	RCPGP Emergency Planner (Contractor/Grant Funded)	TERM:	1 year + Subject to grant funding
AGENCY:	City of Boston Mayor's Office of Emergency Management	LOCATION:	Cranston, RI Rhode Island Emergency Management Agency
SALARY:	\$60,000-\$75,000 Commensurate with qualifications/experience	HOURS:	40 Hrs./week

Rhode Island Emergency Management Agency (RIEMA) seeks a highly qualified candidate to serve as an Emergency Planner for the Regional Catastrophic Preparedness Grant Program (RCPGP). RCPGP is an initiative funded by the US Department of Homeland Security to enhance catastrophic preparedness in major urban areas. The RCPGP focuses on highest risk Urban Areas and surrounding regions where its impact will have the most significant effect on our Nation's collective security and resilience. The goal of the RCPGP is to support an integrated planning system that enables regional all-hazard planning for catastrophic events and the development of necessary plans, protocols, and procedures to manage such an event. The City of Boston Office of Emergency Management (OEM) is coordinating this initiative on behalf of the Regional Catastrophic Planning Team (RCPT), which represents cities and states in the Boston Area, including Massachusetts, New Hampshire and Rhode Island.

Position Duties: Under the direction of the RCPGP Project Director and the RIEMA Executive Director, planner will support planning efforts for RIEMA with respect to RCPT initiatives. Duties may include assisting with management of RCPT projects and associated budgets, updating and revising local emergency operations plans, engaging planning teams consisting of local subject matter experts and other Emergency Planners throughout the Region, ensuring compliance with grant guidelines, and facilitating the successful completion of designated grant projects. Emergency Planner will serve as liaison between RIEMA and RCPT and other local partners (local, state and Federal representatives, as well as private/non-profit institutions); assist in development of risk/capabilities assessments, regional operations/coordination plans, training strategy, and exercise program; represent RIEMA at RCPT-related conferences and meetings, and perform other duties as assigned. Travel may be required to Boston approximately twice per month.

Minimum Qualifications: The successful candidate must possess a bachelor's degree in public administration, public policy, emergency management, planning or a related field; have a minimum of 3 years of experience in public policy and administration, public safety, emergency management, or other experience performing duties similar to those described above; and possess excellent analytical, communication (written and oral), organizational, and problem solving skills.

Desired Qualifications: Advanced degree or certification in Public Administration, Emergency Management, or similar field; 5+ years of professional experience, including direct experience working with Federal grant programs, and a strong background in the development of catastrophic planning initiatives.

Application Process: Candidates should submit a cover letter, resume, and writing sample no later than April 30, 2012, to adam.wehrenberg@cityofboston.gov. The position will remain open until filled.